



## City of Austin - JOB DESCRIPTION



### Austin Water Utility Pipeline Technician Supervisor

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<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(50) Para-Prof
<b>Class Code:</b>	19427	<b>Salary Grade:</b>	WE2
<b>Approved:</b>	August 08, 2000	<b>Last Revised:</b>	April 08, 2012

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**Purpose:**

With general direction, exercises considerable judgment and uses comprehensive knowledge of broadly defined practices, policies and procedures. Plan, conduct, coordinate activities and supervise personnel assigned to the operations of the water distribution and wastewater collection systems. Work on multiple/diverse complex issues and selects the methods, techniques and evaluation criteria for obtaining results.

**Duties, Functions and Responsibilities:**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides technical expertise on a variety of distribution and collection activities
2. Reviews/evaluates/records data using PC's and video equipment in preparing and producing reports to ensure quality, productivity and accuracy of work assignments
3. Interprets applicable Federal, State, and local ordinances and regulations and assures compliance
4. Coordinates activities with engineers, construction inspectors, and other city departments
5. May act in liaison capacity with other departments, divisions, and organizations
6. Investigates and responds to citizen complaints and concerns
7. Evaluates progress and results and recommends major changes in procedures, processes and policies
8. Operates with substantial latitude for independent action or decision
9. Assists in budget preparation
10. Develops and implements procedures related to asset control
11. Develops specifications for purchases
12. Plans and schedules Safety and Tailgate meetings
13. Ensure proper training and guidance is provided for personnel

**Responsibilities - Supervisor and/or Leadership Exercised:**

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.  
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Exposure to hazardous chemicals, solvents, hazardous environments and adverse weather conditions.  
Establish and maintain good working relationships with internal and external customers  
Knowledge of City of Austin policies and procedures related to pipeline operations  
Knowledge of City of Austin safety policies and procedures.  
Knowledge of moderately complex utility mathematical formulas involving addition, subtraction, multiplication, and division of standard and metric units of measure, using whole numbers, fractions, decimals, and computing rate, ratio and percent.  
Ability to work in confined spaces.  
Ability to understand, follow and provide written and/or verbal instructions and training  
Subject to various work shifts, on-call and call back hours

**Minimum Qualifications:**

Graduation from High School or equivalent.  
Five (5) years of progressively responsible experience in construction or maintenance activities, two (2) years of which was in a lead or supervisory capacity.

**Licenses and Certifications Required:**

Valid Texas Commercial Driver's License (CDL)  
Positions in Water Distribution: Class D Water Distribution License from TCEQ required at time of hire. Class C Water Distribution License from TCEQ required within eighteen (18) months of hire. A Surface Water License may substitute for the Class C Water Distribution License.  
Positions in Wastewater Collection: Class I Wastewater Collection License from TCEQ required at time of hire. Class II Wastewater Collection License from TCEQ required within eighteen (18) months of hire.

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This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.